

## Action Planning Form

### Sample Action Plan: Promoting Policy for Meal Modifications in the Child and Adult Day Food Program (CACFP)

*This sample is intended as a guide. Your program may require different actions, resources, or personnel.*

**Step 1: Identify the objective and target date for completion.** Complete a separate action planning form for each objective.

Objective	Target date
To promote the CACFP center's policy and standard operating procedures (SOPs) for meal modifications to staff, participants, and families.	August 31

**Step 2: Identify the actions needed to meet the objective above.** For each action, identify the materials and resources needed, the staff responsible, and the target date for completion.

Actions	Materials and resources needed	Staff responsible	Target date
1. Develop communication strategies for various groups, including staff, participants, and families	<ul style="list-style-type: none"><li>Team of representatives from various disciplines, such as food service, nurse, registered dietitian, Section 504 coordinator (if available), administration, and program policy committee.</li></ul>	Program administrator, food service director, nurse, registered dietitian, disability coordinator	March 30
2. Review existing webpages from state agencies, applicable health organizations, and other CACFP centers. Develop a webpage on the requirements and procedures for meal modifications in the CACFP.	<ul style="list-style-type: none"><li>Computer and web access.</li><li>Computer technology staff for web posting.</li></ul>	Program administrator, food service director, nurse, registered dietitian	April 30

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Actions	Materials and resources needed	Staff responsible	Target date
<p>3. Identify webpage resources, including the center's policy and SOPs for meal modifications; state and federal resources; and links to national health organizations for special diets, such as food allergies, diabetes, and celiac disease. Develop a list of common questions and answers (Q&amp;A) for meal modifications in the CACFP. Post the policy and resources on the CACFP center's website.</p>	<ul style="list-style-type: none"> <li>• Policy document.</li> <li>• Federal and state regulations, e.g., USDA, ADA, ADA Amendments Act, Section 504, and IDEA</li> <li>• <a href="#">Special Diets Resource List</a> (CSDE)</li> <li>• Q&amp;A on meal modification in the CACFP.</li> </ul> <p><b>Additional Connecticut State Department of Education (CSDE) resources for child care programs</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Accommodating Special Diets in CACFP Child Care Programs</a> (guide)</li> <li>• <a href="#">Allowable Milk Substitutes for Children without Disabilities in the CACFP</a></li> <li>• <a href="#">Feeding Infants in CACFP Child Care Programs</a> (webpage)</li> <li>• <a href="#">Guidelines for Managing Life-Threatening Food Allergies in Connecticut Schools</a> (<i>applies only to child care centers in public schools</i>)</li> <li>• <a href="#">Requirements for Meal Modifications in CACFP Child Care Programs</a> (presentation)</li> <li>• <a href="#">Special Diets in CACFP Child Care Programs</a> (webpage)</li> <li>• <a href="#">Summary of Requirements for Accommodating Special Diets for Children in the CACFP</a></li> </ul> <p><b>Additional CSDE resources for adult day care centers</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Accommodating Special Diets in CACFP Adult Day Care Centers</a> (guide)</li> <li>• <a href="#">Allowable Milk Substitutes for Adult Participants without Disabilities in the CACFP</a></li> <li>• <a href="#">Requirements for Meal Modifications in CACFP Adult Day Care Centers</a> (presentation)</li> <li>• <a href="#">Special Diets in CACFP Adult Day Care Centers</a> (webpage)</li> <li>• <a href="#">Summary of Requirements for Accommodating Special Diets for Adult Participants in the CACFP</a></li> </ul>	<p>Program administrator, food service director, nurse, registered dietitian, disability coordinator</p>	<p>May 31</p>

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Actions	Materials and resources needed	Staff responsible	Target date
4. Include information on the center's meal modifications policy, SOPs, and website in various communication channels, such as CACFP menus, staff and family newsletters, staff and family handbooks, emails, and handouts.	<ul style="list-style-type: none"> <li>Access to CACFP menus, parent and staff newsletters, parent and student handbooks, emails, and handouts.</li> </ul>	Program administrator, food service director	June 30
5. Develop PowerPoint presentation and training tools about the CACFP center's policy and SOPs, including supporting resources.	<ul style="list-style-type: none"> <li>PowerPoint presentation, handouts.</li> </ul>	Program administrator, food service director, nurse, registered dietitian	June 30
6. Schedule and deliver presentations to inform participants, families, and staff about the CACFP center's policy, e.g., staff in-service days and family events.	<ul style="list-style-type: none"> <li>Schedule of staff in-service days and family events.</li> <li>Staff availability.</li> </ul>	Program administrator, computer technology personnel	August 31

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For more information, visit the CSDE's CSDE) [Special Diets in CACFP Child Care Programs](#) webpage or [Special Diets in CACFP Adult Day Care Centers](#) webpage or contact the [CACFP staff in](#) the CSDE's Bureau of Health/Nutrition, Family Services and Adult Education, 450 Columbus Boulevard, Suite 504, Hartford, CT 06103-1841.

This document is available at [https://portal.ct.gov/-/media/SDE/Nutrition/CACFP/SpecDiet/Action\\_Promote\\_Special\\_Diets\\_CACFP.pdf](https://portal.ct.gov/-/media/SDE/Nutrition/CACFP/SpecDiet/Action_Promote_Special_Diets_CACFP.pdf).

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Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

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